



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: **ENERGY COMMISSION SPECIALIST II (TED)**
Will consider an Energy Commission Specialist I (TED)

TENURE: **PERMANENT**

TIME BASE: **FULL TIME**

SALARY: **ENERGY COMMISSION SPECIALIST II (TED) \$6,329 - \$7,866**
ENERGY COMMISSION SPECIALIST I (TED) \$5,762 - \$7,161

LOCATION: **ENERGY GENERATION RESEARCH OFFICE**
DOWNTOWN SACRAMENTO, CA

FINAL FILING DATE: **April 2, 2019**

DUTIES/RESPONSIBILITIES: Under the general direction of the supervisor and technical direction of the team lead, the incumbent serves as part of a team to implement and administer research, development, and demonstration (RD&D) efforts related to the environmental impacts of electricity generation, transmission, distribution, and use. The incumbent will identify areas for which research is needed; solicit and evaluate research proposals; conduct technical analyses; and coordinate with the RD&D functions of other public and private organizations. Independently conducts or acts as a lead person on highly complex and difficult technical analysis and surveys and participate in workshops/hearings related to energy-related environmental research, including research necessary to further California's energy policy goals. Assist in the development of policies and regulatory measures to reduce environmental energy impacts. Plan, organize, implement, and report on Energy Commission activities relating to environmental impacts of electricity generation, transmission, and distribution in the RD&D Program.

- Serve as a lead technical specialist and prime resource for environmental-related energy issues, including climate change and its relationship to the energy system, and research and development efforts. Identify and analyze technology trends and market developments applicable to all sectors of the energy system considering climate change mitigation, impacts, and adaption opportunities. Prepare research plans on environmental issues of importance to the energy system. Provide expert guidance and direction for highly complex technical issues, surveys, and field studies in many different energy R&D subject areas. Work with stakeholders and help synthesize information from many sources regarding the direction for environmental-related energy impact research in California. Coordinate with technical staff at state and local governments, federal agencies, national laboratories, academic institutions, and private organizations. Assist in R&D planning and implementation of environmental-related RD&D within the Energy Commission, task forces, technical working groups, and advisory committees. Help guide the development of legislation and regulations as needed. Assist in the formulation of policy options and program initiatives for consideration by the office management team, deputy director, executive director, Commissioners, and the legislature.
- Implement collaborative strategies to meet the objectives and goals by representing state interests in agreement development and management, including: 1) definition of scope, work statements, and budgets; 2) review and approval of products; 3) selection of project sites and principal investigators; and 4) participation in technical and policy steering committees.

View full duty statement for RPA 320-214 at <https://www.energy.ca.gov/careers/jobs.php>

- Assist the environmental team lead with solicitation planning and development activities. Develop and manage highly complex research projects and contracts. Implement solicitations and collaborative strategies to meet the public interest energy research program objectives and goals.
- Oversees the finalization of the most highly complex project reports, fact sheets, and other documents to disseminate research results and lessons learned to Energy Commission staff with a focus on transferring information that provides significant public benefits to California and meets the state's energy policies and goals.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Knowledge of state contracting procedures, and experience and ability to manage and direct complex contract activities to meet program goals and objectives
- Excellent analytical and report writing skills including proper grammar and punctuation rules, and the ability to reason logically and creatively while utilizing a variety of analytical techniques
- Excellent communication skills including the ability to follow instructions and communicate ideas and thoughts effectively with a large diverse technical staff
- Excellent interpersonal skills, including a proven ability to work in a team atmosphere under pressure effectively, as well as independently and at own initiative
- Knowledge of research methods and techniques and the ability to prepare research and statistical reports
- Ability to gather, compile, analyze, and interpret written and numerical research data
- Intermediate to Advanced skills with Microsoft Access, Microsoft Excel, and Microsoft Word computer programs
- Ability to make effective presentations and interact effectively with both internal and external parties
- Proficiency on a personal computer and familiarity with word processing, data base management, spreadsheets, models and graphics.

WHO MAY APPLY: Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature to the contact/address listed below. Electronic applications will also be accepted. You must clearly indicate the basis of your eligibility (i.e. list, transfer, SROA/Surplus, reinstatement, etc.) including the following, RPA 320-214 and Position #535-320-4185-001, in the "Explanation Section" of the STD 678. Resumes are welcome but do not take the place of the completed State Application STD 678. Applications will be screened for experience and only the most qualified will be contacted for an interview. NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.

APPLICANTS MUST SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Personnel Services Office
Attn: RPA #320-214
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4309

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922
personnelservices@energy.ca.gov